

9 March 1982

MEMORANDUM FOR: ODP Mag Members

STAT FROM : [redacted]
Executive Secretary

SUBJECT : Minutes of the ODP MAG meeting
of February 17, 1982

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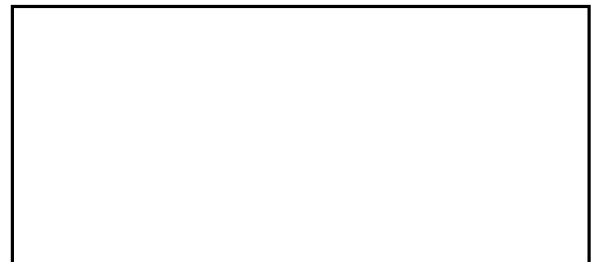
1. The MAG meeting of February 17 was called to order by [redacted]
chairperson, at 9:30 a.m. This meeting was held at Headquarters and those
in attendance were:

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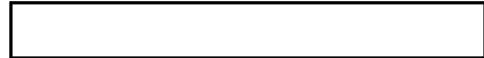
2. The first item for discussion was directed toward those MAG members whose terms are about to expire. Mr. Johnson has requested that they continue to serve until May so as not to lose momentum in the Conference planning. This led to a discussion about charter requirements and MAG staffing. A motion was made to modify our charter allowing the outgoing members to serve a one (1) year term as an alternate member. They will be required to attend meetings only in the absence of the primary member. The motion was seconded and unanimously carried.

3. Our primary topic of discussion was the ODP conference and the tabulated results of the conference topics survey. Response was excellent and made the organization of an agenda much easier. Mr. Johnson joined our meeting and offered his assistance to the group in relation to any questions that anyone might have for him. After a short stay he elected to leave so that we could continue expanding on the conference topics and agenda.

4. The group thought that the topics of Word Processing, AIM and paper reduction goals could be combined into a Office Automation

briefing. The Career Development and Increasing Productivity, could be addressed in a Career Development briefing.

5. The next MAG meeting will be March 24, 0930 in 2003 HJ, new members will be introduced and elections for new officers will be held.



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